



TOWN HALL RENTAL APPLICATION AND AGREEMENT

Submit online at hughesbrook.com or return this completed form to Town Hall.

Submitting this form is a request only. The booking is not confirmed until the Town provides written approval and all required fees, deposits, permits and insurance are received.

1. APPLICANT INFORMATION

Applicant name	
Organization (if applicable)	
Mailing address	
Community / Province / Postal code	
Phone	
Email	

2. EVENT INFORMATION

Event name / type	
Requested date	
Access / setup start time	
Event start time	
Event end time	
Cleanup / exit time	
Expected attendance	Adults: _____ Children: _____ Total: _____
Open to the public	Yes ☐ No ☐
Admission or fundraising	Yes ☐ No ☐ Details: _____
Food service	Yes ☐ No ☐
Alcohol	Yes ☐ No ☐
Entertainment / amplified sound	Yes ☐ No ☐
Setup, equipment or accessibility needs	

**3. FEES, DEPOSIT AND INSURANCE**

Rental fee	\$ _____
Damage / cleaning deposit	\$ _____
Insurance required	Yes ☐ No ☐ Amount / terms: _____
Liquor permit required	Yes ☐ No ☐ Not applicable ☐
Payment due	

If alcohol will be served, the renter must obtain all required permits and insurance and comply with provincial liquor laws and Town requirements.

4. RENTAL CONDITIONS

- ☐ The renter is responsible for the conduct and supervision of all attendees, guests, suppliers, performers, contractors and volunteers.
- ☐ The renter must comply with posted occupancy limits, fire and life-safety requirements, accessibility requirements, Town policies and all applicable laws.
- ☐ The premises must be left clean, secure and in substantially the same condition as received. The renter is responsible for event-related damage, excess cleaning and missing property.
- ☐ No alterations, decorations, open flame, smoke-producing devices, hazardous materials or attachments to walls, ceilings or fixtures are permitted without prior Town approval.
- ☐ The Town may cancel or end a rental where safety, legal compliance, property protection or public order is at risk. Refunds, if any, will be determined under the Town's applicable policy.
- ☐ The renter must promptly report any injury, incident, damage or unsafe condition to the Town.

5. INDEMNITY AND LIABILITY

To the fullest extent permitted by law, the applicant/renter agrees to indemnify and hold harmless the Town of Hughes Brook, its Council members, officers, employees, agents and volunteers from and against claims, demands, actions, losses, damages, liabilities, penalties, costs and reasonable legal expenses arising from or connected with the renter's event, activities, occupancy or use of the premises, including the acts or omissions of the renter and the renter's attendees, guests, suppliers, performers, contractors and volunteers. This obligation does not apply to the extent that a loss is caused by the negligence or wilful misconduct of the Town or a person for whom the Town is legally responsible. The renter remains responsible for obtaining any insurance required by the Town. This clause survives the end of the rental.

**6. AGREEMENT AND SIGNATURE**

I confirm that I am at least 19 years of age and, if signing for an organization, am authorized to bind it. I have read and agree to this application, the rental conditions, the indemnity and liability clause, and any additional written conditions issued by the Town.

☐ I have read and accept the rental conditions and indemnity and liability clause in this application.

Organization (if applicable)	Authorized representative/title
Applicant signature	Date (YYYY-MM-DD)
Printed name	Phone

FOR TOWN USE ONLY

Request received	
Availability confirmed	Yes ☐ No ☐
Fee / deposit received	
Insurance / permits received	
Decision	Approved ☐ Approved with conditions ☐ Refused ☐
Conditions / notes	
Authorized signature	
Approval date	
Key / access arrangements	
Post-event inspection	Completed ☐ Deposit returned ☐ Deductions: \$_____